DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
US ARMY RESOURCES AND PROGRAMS AGENCY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

HUMAN RESOURCE
ΛANAGEMENT DIRECTORATE

JDRP-HR

1 3 MAR 2003

MEMORANDUM FOR Managers and Supervisors of Organizations Serviced by Human Resources Management Directorate, HQDA Civilian Personnel Advisory Center (CPAC)

SUBJECT: 2003 Student Temporary Employment (Summer) Program

1. The 2003 Student Temporary Employment Summer Program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as diploma/degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. The program provides maximum flexibility to both students and managers because the work does not have to be related to the student's academic or career goals.

2. Organizations may use student temporary appointments, as appropriate, to appoint individuals who are at least 16 years of age at the time of appointment and meet the definition of a student. These types of appointments are an exception to the Priority Placement Program (PPP). Students hired under these appointments are not eligible for non-competitive conversion to a career-conditional appointment. As with other appointments, the rules on veterans' preference are applicable. This program is **not** centrally funded.

3. The vacancy announcements will open 17 March 2003 and close 11 April 2003. These positions are open to students only.

Announcement Number	Title, Series and Grades	Duty Location
NEHT03000001	Clerk, GS-303-1/2/3/4	Arlington
NEHT03000002	Clerk, GS-303-1/2/3/4	Alexandria
NEHT03000003	Clerk, GS-303-1/2/3/4	Washington, DC
NEHT03000004	Clerk, GS-303-1/2/3/4	Falls Church
NEHT03000005	Office Automation Clerk, GS-326-2/3/4	Arlington
NEHT03000006	Office Automation Clerk, GS-326-2/3/4	Alexandria

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Announcement Number	Title, Series and Grades	Duty Location
NEHT03000007	Office Automation Clerk, GS-326-2/3/4	Washington, DC
NEHT03000001	Office Automation Clerk, GS-326-2/3/4	Falls Church

4. Recruit/Fill Request for Personnel Action (RPA) and Gatekeeper Checklist must be completed for each position. Following qualification determinations, students are grouped by series, grade and location. Students are placed against recruit actions for new hires via a random certification system (lottery), based upon their Social Security Number (SSN). The remark STUDENT SEASONAL NEW HIRE, NTE 9-26-03 goes in the notes section of the RPA. Also, include the title, series and grade, type of clearance required, and complete duty station address on the Gatekeeper Checklist. You can name request students for new hire positions. However, the name requested student must still apply and be selected through normal lottery procedures. Be sure to include their SSN on the RPA.

5. On Rehire RPAs, the following is to be included in the notes section: STUDENT SEASONAL REHIRE, NTE 9-26-03, the student's name, SSN, date of birth, place of birth and date returning to work. Also, the Gatekeeper Checklist should include the title, series and grade, type of clearance required, and complete duty station address. In addition, rehire students who are returning at a higher grade, due to acquiring additional college credits must provide an application and transcripts (unofficial is acceptable) showing courses and hours earned. Students returning at the same grade must provide their application and proof of school attendance.

6. RPAs may be submitted upon receipt of this memorandum. RPAs received at the NECPOC by 30 April 03 will be filled first. RPAs received after this date will be filled as the Applicant Supply File permits. In addition, temporary positions in other series and grades may be filled by students on a case-by-case basis. If you wish to pursue this option or need other information regarding this program, contact your servicing specialist at the Human Resource Management Directorate, HQDA CPAC, Personnel Services Division for assistance.

Sherri Vauls Ward
Director

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